

## EXHIBIT 3-C

### SAMPLE FORMAT FOR REQUESTS FOR QUALIFICATIONS FOR ENGINEERING SERVICES

**Note:** The following is intended only as an example of a format which may be used to issue a *Request for Qualifications* (RFQ) for engineering services. RFQ: See pages 9-8 and 9-9 and pages 3-18 through 3-25 of the CDBG Grant Administration Manual.

Grantees should consider the content of their RFQs very carefully before they are issued. In particular, local officials should exercise care in drafting the scope of services and the factors to be used in evaluating proposals to assure that they are both complete and appropriate for your community and project.

**Also see also Exhibit 3-D for a sample format for advertising the availability of the RFQ.**

This can be adapted for requesting qualifications for **architectural services**, which must, like engineering services be procured by an RFQ process in accord with *Section 18-8-201 to 212, MCA (and especially 18-8-204)*.

The (Town or City or County of) has received a federal Community Development Block Grant (CDBG) award in the amount of \$\_\_\_\_\_ by the Montana Department of Commerce (MDOC) for (description of project including purpose, location, time frame, and present status).

Contingent upon this award, the (Town or City Council of or the County Commission) is soliciting offerors of a statement of qualifications in response to this Request for Qualifications for engineering services to assist the (Town, City or County) in both (a) designing and (b) supervising construction of this project in compliance with all applicable requirements under the Montana CDBG Program. Payment terms will be negotiated with the selected offeror. The fee for engineering services will be paid with CDBG funds.

The services to be provided will include:

- ☐ designing system improvements and construction engineering;
- ☐ preparing the construction bid package in conformance with applicable CDBG requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed;
- ☐ conducting the pre-construction conference;
- ☐ field staking, on-site supervising of construction work, and preparing inspection reports;
- ☐ reviewing and approving all contractor requests for payment and submitting approved requests to the governing body;

- ☐ providing reproducible plan drawings to the Town (City or County) upon project completion;
- ☐ conducting final inspection and testing;
- ☐ submitting certified "as-built" drawings to the Montana Water Quality Bureau; and
- ☐ preparing an operation and maintenance manual.

Responses should include:

1. the firm's legal name, address, and telephone number;
2. the principal(s) of the firm and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to project;
4. a description of the firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance;
5. a description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and
6. the proposed work plan and schedule for activities to be performed.

**Note:** The evaluation factors listed below are examples.

*Local officials should include those factors which they believe are appropriate to the work tasks to be involved, with relative weightings for each according to their priority, and must comply with Section 18-8-201 to 212, MCA (and especially 18-8-204) concerning the minimum criteria that must be used in evaluating engineering firms responding to a Request for Qualification, <http://data.opi.mt.gov/bills/mca/18/8/18-8-204.htm> .*

Respondents will be evaluated according to the following factors:

1. the qualifications of the professional personnel to be assigned to the project \_\_\_\_%
2. the consultant's capability to meet time and project budget requirements \_\_\_\_%
3. location \_\_\_\_%
4. present and projected workloads \_\_\_\_%
5. related experience on similar projects \_\_\_\_%
6. recent and current work for the entity issuing the RFP \_\_\_\_%

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the (Town, City, or County), all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to (Mayor/Commissioner), (address), Montana, (zipcode). All responses must be postmarked no later than (date). Please state "CDBG Engineering Services Proposal" on the outside of the response package.

Respondents may review the CDBG application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the (Town, City or County) offices during regular office hours. A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Avenue, P.O. Box 200523, Helena MT 59620-0523.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the (Town or City Council or County Commission) reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.